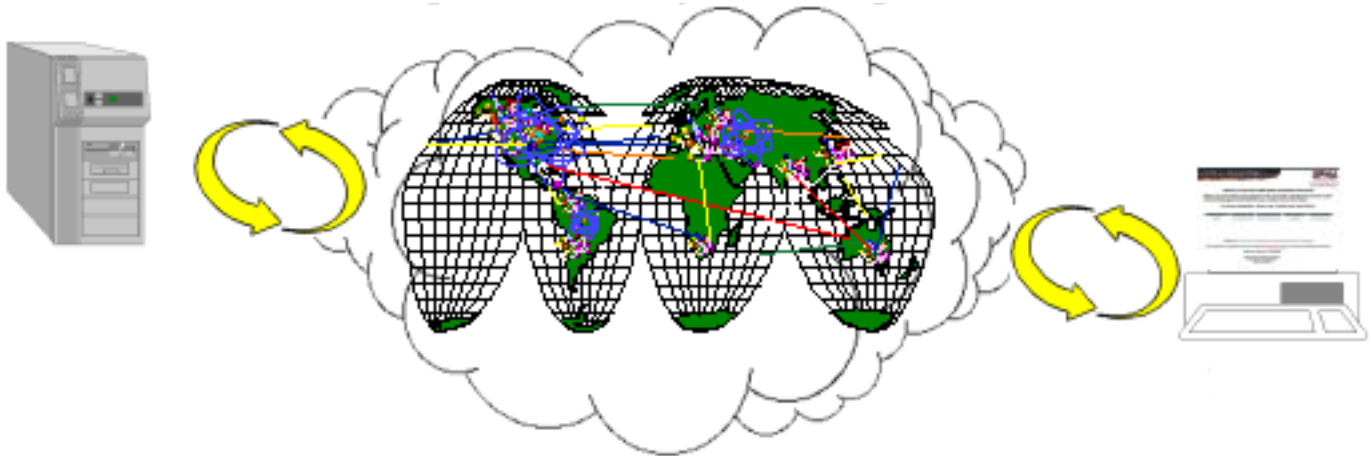


Web Access and Editing of Committee Web Pages



A. Details of the UPHA Web Site

1. Web Address / Domain Name
2. Server and Directory Locations
3. Site File Locations
4. Committee Master Pages
5. Committee Main Pages
6. Associated Committee Pages

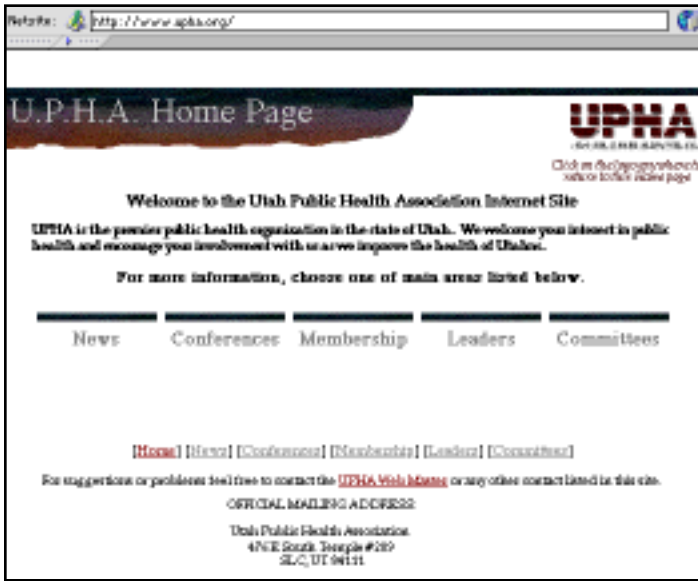


B. How to FIND, EDIT, PUBLISH and CHECK Existing Committee Related Web Pages

The ability to edit the UPHA web site is a new feature we are testing for further consideration for the Utah Department of Health and Local Health Agencies in Utah. These pages were created to help with the training of Committee Chairpersons in the Utah Public Health Association (UPHA).

A complete set of instructions are available on the UPHA Web site from the Master Committee Page at: www.upha.org/html/committees.html

A. Details of the UPHA Web Site



1. Web Address / Domain Name = www.upha.org

The Utah Public Health Association has registered **upha.org** as an official web address / Domain Name and pays an annual fee to have this name available on the Internet

2. Server and Directory Locations

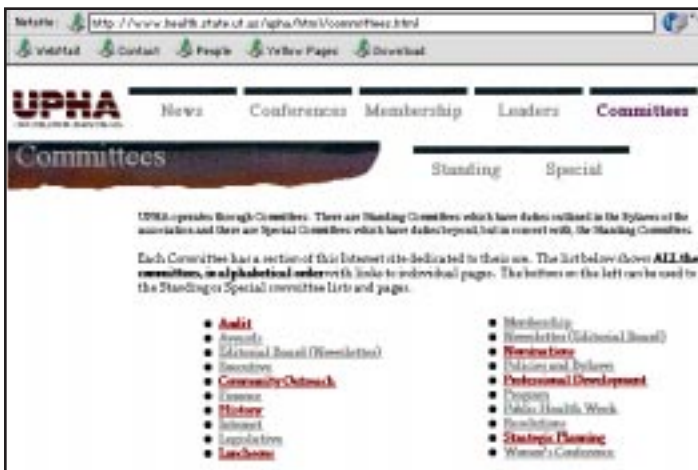
The UPHA site is being “served” from a Utah Department of Health (UDOH) web server. The UDOH web server is currently at: www.health.utah.gov/

The UPHA web site is at the second level on this server, at: www.health.utah.gov/upha/

3. Site File Locations

The UPHA web site **files** are in a file directory right off the main UDOH/ UPHA web server address, at:

www.health.utah.gov/health/www/upha/

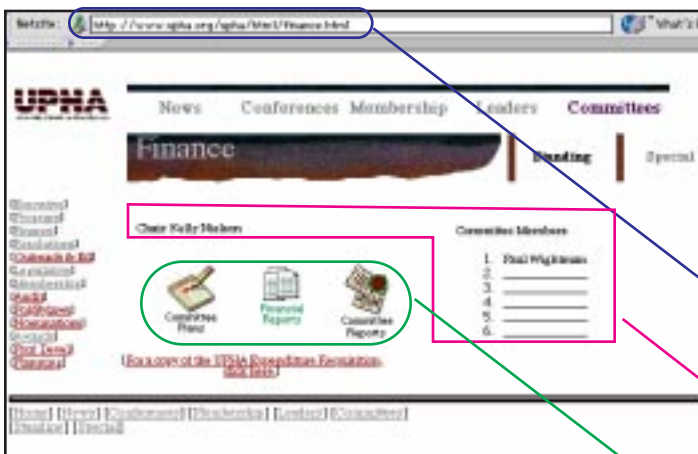


4. Committees Master Page & Standing / Special Pages

Much of the work performed by UPHA is completed by the Committees. The master Committees page shows a list of the current committees, with links to lists of Standing and Special Committees, and to each individual Committee's Main Page.

There are two types of UPHA Committees, Standing and Special. Standing Committees are outlined in the Association Bylaws, while Special Committee are short term groups formed for special projects not covered in the Bylaws.

For example, you can find the Finance Committee page by clicking on the Standing link or on the word Finance in the Committee list on the Committee Master Page.



5. Committee Main Pages

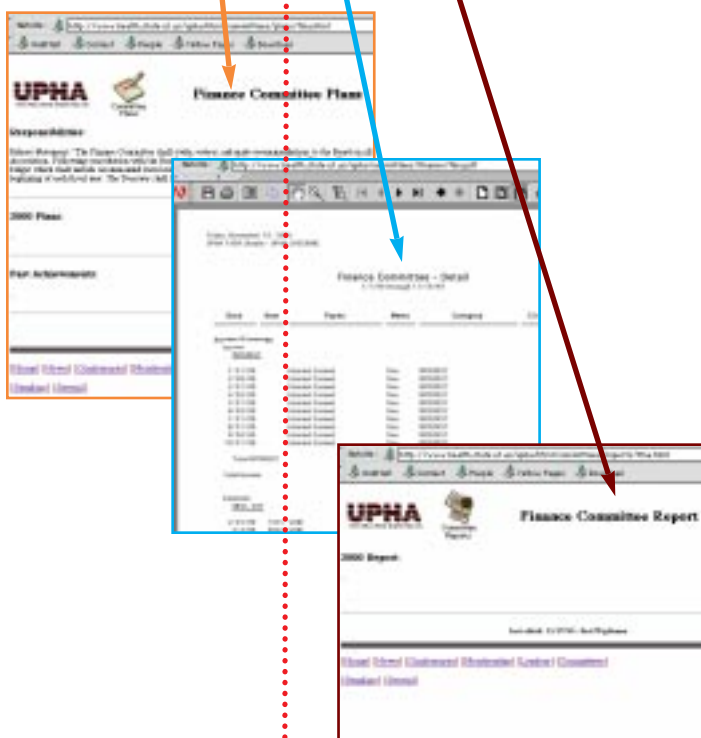
Each Committee has its own Main Page. This page lists committee Chair, membership, and links to other committee pages. These pages also contain web site navigation components consistent on all UPHA web site pages. These should not be edited, as the overall navigation of the UPHA web site would then be compromised.

The location on the web for these pages is:

<http://www.upha.org/html/zzzzzzzzzz.html>
(where zzzzzzzzz is the Committee's Name)

This main page lists the Committee Chair and Committee Members. Email links are suggested for committee members who have this resource.

There are also links to the Plans, Financials and Reports for each committee.



6. Associated Committee Pages

Plans, Financials and Reports - At least three other pages exist for each committee: a Committee Plans page, a Financial Reports page and a Committee Reports page. Other pages can be created and linked to the committee main page, as describe below.

These three existing pages are linked from the committee's main page, from the small graphics near the center of the page.

The location on the web server for these pages is:

... upha/html/committees/plan/xxxx.html or xxxx.pdf
 ... upha/html/committees/finance/xxxx.html or xxxx.pdf
 ... upha/html/committees/reports/xxxx.html or xxxx.pdf

(where xxxx is the Committee's 4 digit code.)

The Committee 4 digit codes are usually the first four digits of the committees name, such as:

audit = Audit
 awar = Awards
 exec = Executive
 fina = Finance
 hist = History
 inte = Internet
 legi = Legislative
 lunc = Luncheons
 memb = Membership
 news = Newsletter -> Editorial Board
 poli = Policies & Bylaws
 prog = Program -> Conference
 prof = Professional Development
 reso = Resolutions

To avoid duplication and confusion, some committees have the following special codes:

plan = Strategic Planning
 phwe = Public Health Week Committee

Special Pages - Other pages can be created for each committee. These can be saved on the web server and linked from the Committee Main Page. (Shown here is the web version of the UPHA Expenditure Requisition found on the Finance Committee page.)

B. How to FIND, EDIT, PUBLISH and CHECK Existing Committee Related Web Pages

The following instructions show how to edit existing pages and republish them to the UPHA Web site. There are four steps: FIND, EDIT, PUBLISH, and CHECK. (This feature of publishing to the UPHA web site has been tested using Netscape Communicator 4.5. We recommend you obtain this free software at this or a higher version to complete these exercises. Microsoft's Internet Explorer will not work on the web server we use.)



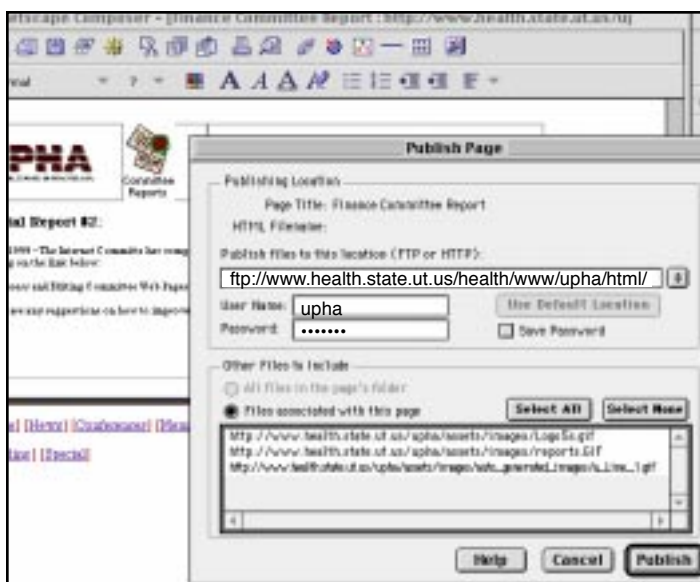
1. **FIND:** Browse to the Committee page to be edited.

2. **EDIT:**

- a. Open Netscape Composer - From the File Menu, Select **Edit Page** which opens Netscape Composer. You are now in a web page editor, which has functions and features documented in the Help area and from links to Netscape's web site.



- b. Make changes or additions to the page using tools in Composer
 1. Text Entry => move cursor to correct location and type
 2. Email links => mailto:
 3. Web Links => http://www.....
 4. FTP Links => ftp://...
- c. Record the date of the edit and your name. This insures that pages can be updated in a timely way and lets all know who is editing the pages on the site.



3. **PUBLISH:**

- a. Select **Publish...** from the File Menu, when finished
- b. Make changes to the Publish Dialog Box, especially:
 1. http:// changed to ftp://
 2. //www.upha.org/ changed to //www.health.utah.gov/health/www/upha/
3. Make sure the correct file to be published is included and named correctly
4. Enter User Name as upha
5. Enter Password _____ (given during training)
6. Press the "Select None" button from "Other files" area.
7. Make one last check of all information in the Dialog Box (no further prompts)
8. Press the Publish button. Notice confirmation of publishing.

4. **CHECK:** Insure edits appear by returning to browser and **click Reload** button. Continue to Edit, Republish and Check for changes. Exit Composer when finished editing, which closes the page and returns you to Netscape Navigator.